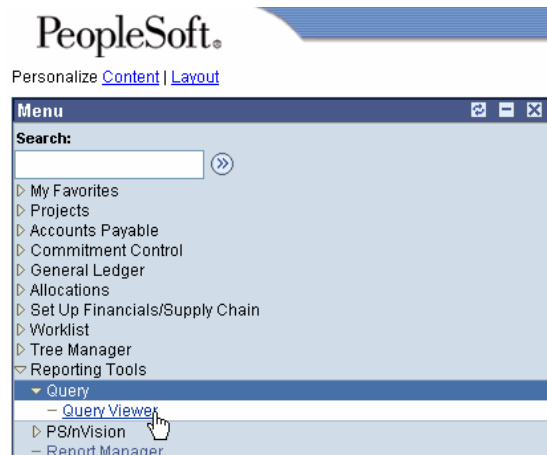## Query Download Instructions

1. From the PeopleSoft Menu, select Reporting Tools > Query > Query Viewer link:

2. Select the query to be run and click on the 'Query Download' hyperlink

3. You will be prompted for a Run Control ID. If you have already created one for this query, select the 'Find Existing Value' tab, otherwise:

- **select the 'Add a New Value' tab**
- **assign a Run Control ID name (no spaces allowed)**
- **select the 'Add' button**

4. If prompted for parameters, fill in the prompts.

5. If the 'Run Batch' and 'Run Online' buttons are not available for selection, select the 'RESET' button to delete the file that was created the last time you ran the query.

6. If the query will return a large file, select the 'Run Batch' button. If it is a small query, select the 'Run Online' button.

7. **Run Online: The query creates a .CSV file. When the query has completed, the 'Run Online' and 'Run Batch' buttons will be grayed out and the 'Save' button will be available for selection. Select 'SAVE' and you will be prompted to Open or Save to your computer.**

8. **Run Batch: When you select this button, you will be prompted to complete the Process Scheduler Request. Check the appropriate box and select 'OK'.**

Process Scheduler Request

User ID:	CLANG@ND.GOV		Run Control ID: ND_GL01

Server Name:	PSNT	Run Date:	02/06/2006	Reset to Current Date/Time
Recurrence:		Run Time:	10:32:26AM	
Time Zone:				

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
☑	NDS_QRYDLOAD	NDS_QRYDLOAD	Application Engine	Web	TXT	Distribution

OK   Cancel

- **You will be taken back to the screen in #5 above. Click on the 'Refresh' button until the 'SAVE' and 'RESET' buttons are available to select.**
- **Select the 'SAVE' button and you will be prompted to Open or Save the CSV file to your computer.**

Query Download

Query Download File

Run Control ID:	ND_GL01		Report Manager Process Monitor	Run Batch

Refresh

Query Name:				
NDS_GL01		Search	Run Online	SAVE	RESET

*Description:
NDS_GL01

Update Parameters

Query Bind Name	Prompt Value
BUSINESS_UNIT	10100
FROM_DATE	2006-02-01
TO_DATE	2006-02-06

📄 Save   🔍 Return to Search

NOTE: Your Internet Explorer may have blocked the file from being downloaded to your pc. If this happens:
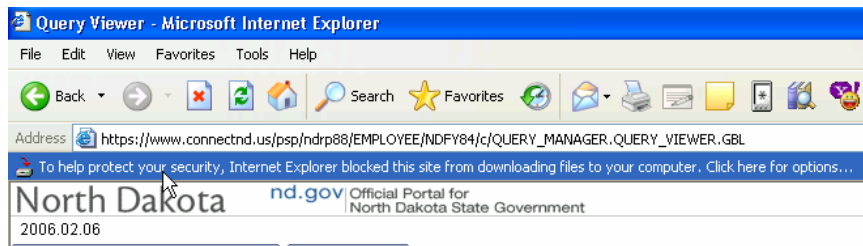
- **Click on the message then 'Download File …' on the drop down menu.**
- **You will be taken back to the Query Viewer page.**
- **Type in the query name you were working with, then the 'Query Download' hyperlink.**
- **Select the 'SAVE' button and you will be prompted to Open or Save the CSV file to your computer.**
- **Internet Explorer should now allow the file downloaded.**